



City of Austin - JOB DESCRIPTION



Accounting Manager - Utility

FLSA:	Standard/Exempt	EEO Category:	(20) Professionals
Class Code:	10055	Salary Grade:	AA6
Approved:		Last Revised:	January 30, 2008

Purpose:

Under general direction, direct the activities of a division/section engaged in preparing and maintaining financial accounting records and reports for the utility.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Reviews and evaluates financial and accounting documents, reports, statements
2. Projects cost/revenue forecast to determine utility rate requirements.
3. Develops and/or review and evaluates fiscal impact statements.
4. Conducts routine fiscal reviews.
5. Develops and reviews financial indicators.
6. Develops and implements accounting systems.
7. Researches information as requested and/or needed.
8. Reviews and analyzes requisitions for personnel, purchases, etc.
9. Reviews and analyzes financial summaries & reports.
10. Reviews and evaluates various reports & studies.
11. Analyzes market and economic conditions.
12. Writes technical reports

Responsibilities - Supervisor and/or Leadership Exercised:

- Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of bookkeeping procedures.
- Knowledge of the preparation process for financial statements in conformity with accepted auditing standards and accounting principles.
- Knowledge of financial reporting concepts and preferred business practices.
- Knowledge of supervisory and management techniques.
- Knowledge of the concepts for review and evaluation of internal control systems and auditing procedures.
- Knowledge of specialized industry accounting practices and procedures.
- Knowledge of internal control systems used for general accounting principles.
- Skill in establishing and maintaining good working relationships with other City employees and the public.
- Skill in analyzing, preparing, checking and balancing routine fiscal transactions and accounts.
- Skill in processing large volumes of numerical data.
- Skill in effective oral and/or written communication.
- Skill in analyzing and interpreting financial records.
- Skill in resolving problems or situations requiring the exercise of good judgment.
- Skill in analyzing complex financial data and proposing viable solutions.
- Skill in the use of mathematics in forecasting trends, cash flows, revenues and expenses.
- Skill in the application of cost benefit analysis, present value theory and computer fundamentals.
- Skill in determining needs, gathering, analyzing and presenting data to provide accurate information for management's use.
- Skill in anticipating and accurately predicting the results of alternate courses of action.
- Skill in compiling division reports.
- Skill in preparing accurate and complex financial statements.

Minimum Qualifications:

- Graduation from an accredited four-year college or university in a field related to the job, twenty-four (24) semester hours in Accounting, plus five (5) years of accounting experience of which two (2) years were for a utility or related work environment and one (1) year of which was in a lead capacity. Four (4) years toward a five (5) year Accounting Degree, plus five (5) years of accounting experience of which two (2) years were for a utility or related work environment and one (1) year of which was in a lead capacity
- A Master's in Accounting or Business Administration, or a five (5) year Accounting Degree, or a CPA designation may substitute for one (1) year of the accounting experience requirement.

Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.